



State of Montana Job Vacancy

Department of Transportation

Human Resources

2701 Prospect Avenue

PO Box 201001

Helena, MT 59620-1001



December 24, 2008

Internal/External Statewide

An Equal Opportunity Employer

Job Title: Maintenance Technician
Position No.: 54197680
Division: Bozeman
Location: Ennis
Job Code: 999307
Type of Position: Temporary Call Out
Work Comp Code: 9421
Bargaining Unit / Code: Crafts, Teamster / 0002-2
Grade: BC 7
Annual Salary Range: 17.381
Supplement Required: Yes ☐ No ☒
Closing Date: January 7, 2009

Maintenance Overview

Field Maintenance Areas are located in ten (10) geographic areas of the state and are generally headquartered in the largest city in the area. The areas ensure necessary services are provided to enable the traveling public to move over the highways safely year-round. Services include repairs and preventive maintenance of state highways, secondary highways, and the various signs and structures within the highway right-of-way. This includes winter plowing and sanding, year-round repairs to the state and secondary highway systems, responding to natural disasters, and the preservation and maintenance of all State-maintained roadways, structures, rights-of-way, traffic control devices, buildings and other facilities, staff vehicles, and a fleet of highway maintenance equipment. Field Maintenance personnel are also responsible for coordinating cooperative agreements with counties for secondary highway maintenance responsibilities.

Description of Duties

Working Procedure: Operates a variety of equipment, including trucks, to perform regular maintenance activities such as ditch cleaning, patching, overlays, fence repairs, lawn mowing and material or equipment transportation.

In winter, loads sanding material and does snow removal and sanding. Responsible for overall functional operation of machines including preoperational checking, scheduled servicing, and adding fluids, and changing pins, cutting edges, etc. Performs related work as required.

Job Requirements

Tools and Equipment: Single Axle Trucks (over 12,500 lbs.), tar pot (under 1000 gallons), pulvi-mixer, push/pull brooms, crack sealers, rollers (under 5 Ton), auger type drills, recyclers (under 15 TPH) and various basic hand tools.

Materials: Premixed paving materials, gravel, sanding material, salt, liquid deicers, snow, dirt and rock, oil and lubricants.

Source of Supervision: Field Maintenance Supervisor, Maintenance Superintendent or other designated person.

Physical Demands: Must be able to perform moderate physical activity in lifting, carrying, and/or operating the tools, equipment and materials listed above.

Necessary Special Requirements: A valid Montana Class A Type II Commercial Operators license w/endorsements for air brakes and tanker is required. Successful applicant must live or relocate within 25 road miles of the work headquarters and must have a telephone or be reasonably accessible to the section headquarters.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

Education and Experience

Education, Trade Knowledge, and Experience: Required to perform the duties of this position are one year experience driving heavy truck and operating construction related equipment. Requires working knowledge of basic diesel/gasoline vehicle maintenance; basic math and record keeping; and the ability to make estimates of materials needed.

Compensation / Benefits

Annual pay raises as granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays and up to 15 days military leave with full pay.

Application Process:

The application materials required for this position are indicated with check marks.

- ☒ Completed MDT Application (form Online APP-0506 Rev) or the Montana State Application (PD 25).
- ☐ Answers to the attached supplemental questions (include your name and the position number if not applying online).
- ☐ Professional/Employment References listed with contact information.
- ☐ Resumé
- ☐ College or University transcripts. (Copies of transcripts accepted.)
- ☒ Copies of license(s) or certifications upon a conditional offer of employment by MDT.
- ☒ Negative Drug Screen results (testing arranged by MDT) upon a conditional offer of employment by MDT.
- ☐ Other:

VEBA: ☐ Yes ☐ No ([what is VEBA](#))

- ☐ For internal applicants, this position will qualify for reimbursement under the Moving and Relocation Expense Policy (3-0151).
- ☐ Consideration may be given to filling the position with a training assignment.

☒ Reference checks will be conducted and considered as part of the selection process.

Supplemental Questions:

Application Materials and Deadline: Complete application materials must be postmarked or sent electronically by the closing date (as indicated below) to a Montana Job Service Office or:

Butte District
3751 Wynne Avenue
PO Box 3068
Butte, MT 59702-3068

Closing Date: ☒ by 5:00 pm **or** ☐ Open until filled

If applying electronically, go to: <http://www.mdt.mt.gov/jobs/>.

Application materials from interested Department of Transportation employees must be submitted online or received in the Butte District office in Butte by 5:00 pm on the closing date.

In-state and out-of-state applications are due by 5:00 pm Mountain Time on the closing date. You can apply for this position online. Alternatively, you may mail a completed State Application Form (PD-25) to the address shown above or to a local Montana Job Service Workforce Center.

Please visit the MDT website at <http://www.mdt.mt.gov/jobs/> for additional employment opportunities and information.

Late or incomplete applications will not be considered. Failure to turn in all required documents will result in disqualification from the selection process.

Reasonable Accommodations: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job, or to enjoy equal benefits and privileges or employment available to other employees. If you need such accommodation, contact this agency within 72 hours of needs, to allow us sufficient time to meet your request.

Applicants claiming Veteran's or Disabled Person's Employment Preference (see MDT Application Form) must submit verification of eligibility **prior to the closing date**. Required documents include a DD-214 (military) and/or the PHHS Certification of Disability form and the Employment Preference Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documents that show authorization to work in the United States. Examples of such documentation include a birth certificate or Social Security card along with a driver's license or other picture ID, or a US passport, or a "green card". Also to comply with the Montana Compliance with Military Selective Service Act, this Agency (Montana Department of Transportation) must verify that the covered applicant has complied with the federal Military Service Act within three days of hire.